



MALAYSIAN GOLF ASSOCIATION (PSM 0193/98)

Ref: MGA(Caddy)/F078/88/25

21st February 2025

CEO/General Manager/Club Manager
MGA Affiliated Golf Clubs

Dear Sir/Madam,

APPLICATION FOR FOREIGN CADDY (MALE AND FEMALE) WORK PERMITS – NOW OPEN

We are pleased to inform you that the application for foreign caddy work permits for both male and female is now open. The government has approved 1,000 work permits for foreign caddies, and golf clubs are required to apply for these permits. MGA's role is to vet the applications and ensure compliance with the policies set forth by the Ministry of Home Affairs (KDN) and the Ministry of Human Resources (KESUMA).

To facilitate the application process, golf clubs have **two options** to choose from:

Option 1:

- Golf clubs apply for the work permit directly.
- MGA will charge an administrative fee of **RM1,000.00 per work permit per year** directly to the club after vetting their application.

Option 2:

- Golf clubs apply for the work permit through MGA's vetted company. The administrative fee will be charged directly to this company:

Smart Pathway Management Resources Sdn Bhd

25-1-7, Plaza Prima,
Batu 4 1/2, Jalan Kelang Lama,
58200 Kuala Lumpur.

Contact Person: Mr Akbar - 0164113231/Ms Azrina - 0128071328

Important Notes:

1. Clubs must obtain **MGA's Letter of Approval** before proceeding with the open interview for foreign caddies.
2. Clubs must complete the **MGA Foreign Caddy Online Google Form** to initiate the application process.

Terms and Conditions for Approval:

To qualify for the foreign caddy work permits, golf clubs must meet the following criteria:

1. Must be an MGA member in good standing (i.e., no outstanding dues).
2. Must be open to the public and tourists.
3. Must have an 18-hole course or above.
4. Must employ local caddies with EPF (Employee Provident Fund).
5. Must have their own hostel facilities.
6. Must allow national players/juniors to have access to train at their club.
7. Must promote junior golf programs or grassroots programs.
8. Golf course and facilities must be in good condition to receive tourists.

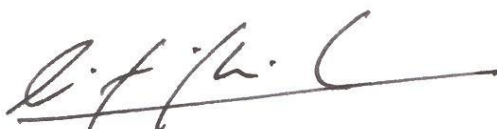
Action Required:

1. Complete the **MGA Foreign Caddy Online Google Form** at the following link: <https://forms.gle/iMhbiBiVTA55nwdq8>.
2. Await MGA's Letter of Approval and Membership Certificate before proceeding with the open interview.
3. Please be informed that the deadline to apply to KDN is 28th February 2025 and MGA has requested to the relevant government agencies to extend the deadline to 3 more months. MGA will update golf clubs on the extension of the deadline as soon as we receive the confirmation.

Should you have any questions or require further clarification, please do not hesitate to contact Puan Sara Ismail at 012-2057969.

We look forward to your cooperation and successful implementation of this initiative.

Yours sincerely,



DATO' ZULKIFLI ISMAIL
Honorary Secretary

c.c. EXCO Members